

Staying Safe—Hotels/Motels...



- Don't open room door without verifying who it is
- Use main entrance after hours
- Close room door – use all locking devices
- Don't draw attention to self
- Don't invite strangers to your room
- Use hotel/motel safe deposit box
- Report all suspicious activities to the front desk



Staying Safe—Reporting Options...

- **911 Emergency** (Crimes In Progress)
- **222-3321 Non-emergency dispatch**
- **515-223-1400** Polk County Crime Stoppers (Can Remain Anonymous)
- Text "PCCS plus your message" to CRIMES (274637)

Take A Look At Common Trouble Spots In The Workplace...

- *Reception area*—is the receptionist equipped with a panic button for emergencies? Is it an area that can in some way be monitored by others in the event of a problem? Can the front door be locked by the receptionist?
- *Stairwells and out-of-the way corridors*—don't use the stairs alone. Talk to a manager about improved lighting in poorly lit areas.
- *Elevators*—don't get into elevators with people who look out of place or behave in a strange or threatening manner. If you find yourself in an elevator with someone who makes you feel uncomfortable, get off as soon as possible.
- *Restrooms*—Attackers can hide in stalls and corners. If it's an employee only restroom - request that it be accessed with a key. Be especially cautious when using restrooms in isolated areas.
- *After hours*—don't work late alone. Try to use a buddy system when walking to parking lots or public transportation. If you have security—ask for an escort.
- *Parking lots or garages*—choose a well lighted, easily observed parking spot. Always roll your windows up and lock your car. If you notice suspicious people loitering in the area call police. Have your key in hand. Check interior of vehicle prior to getting in. Once inside, lock your doors before doing anything else.



West Des Moines Police Department



Personal Safety in the Workplace, Hotels/Motels, and everyday life

“Crime Prevention Is Everybody's Business”

National Crime Prevention Council

www.ncpc.org

Community Education/Outreach
515-22-3333

www.wdm-ia.com

Some Practical Tips For Personal Safety...

Virtually all activities in life entail some level of risk, and we all have different attitudes toward risk. The following precautions should be considered within the context of circumstances a person might find themselves in. They will not guarantee safety, but they will minimize criminal opportunities.

At The Office...



- Secure personal property
- Identify people you don't recognize

- Report security deficiencies

Before Leaving Work Or Home...

- Advise someone else of your scheduled stops
- Report unusual circumstances or concerns

Staying Safe In And Around Vehicle...

- Keep vehicle in good working order
- Check around and inside car
- Lock up—keep valuables in trunk
- Think about where you park
- Be alert—pay attention to what is going on around you
- Parking area at work - Always lock your car, keep all valuable property out of plain view, roll windows up and observe the lot during work day, if possible
- Don't pickup hitchhikers
- Be familiar with the community



Staying Safe—Out And About...

- Don't flash the cash, credit cards, or jewelry
- Trust your instincts
- Stay as visible as possible
- Be observant of people loitering
- Wear comfortable shoes and clothing
- Elevators—stay close to controls
- Carry only what you need with you
- Safer with other people
- Carry a mobile phone
- Carry purse close to body and wallet in front pocket
- Walk with a sense of purpose



Staying Safe—Dealing With Angry Clients...

- Stay calm
- Help define their anger
- Encourage client to sit down
- Think about how you would respond ahead of time
- Don't tolerate crazy behavior



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